

## 98th Area Support Group

98th ASG Regulation 210-50

Effective 1 December 1995

Directorate of Engineering and Housing  
Unit 26622  
APO AE 09244

### INSTALLATIONS HOUSING MANAGEMENT

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**Summary.** This regulation outlines the requirements and procedures governing sponsor and family member conduct in government controlled housing, highlights their responsibilities and reinforces command support of appointed stairwell, building and area coordinators.

**Applicability.** The policies contained here-in apply to all occupants of government-controlled housing in the 98th ASG and members of the housing and tactical chain of command charged with maintaining order and a healthy social environment in the housing areas.

**Supplementation.** Supplementation of this regulation is prohibited without the prior approval of the Commander, 98th ASG.

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**Distribution.** Distribute according to command level A.

**Suggested Improvements.** The proponent agency for this regulation is the Housing Division, Directorate of Engineering and Housing, 98th Area Support Group. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to 98th ASG DOIM, ATTN:ASQE-XE-RWI, Unit 26630, APO AE 09244.

**Interim Changes.** Interim changes to this regulation are not official unless they are authenticated by the Director of Information Management, 98th ASG, ATTN: ASQE-XE-RWI. Users will recycle interim changes on their expiration dates unless earlier superseded or rescinded.

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## 1 REFERENCES.

- a. AR 210-50, Housing Management, 24 April 1990.
- b. UR 210-50, Housing Management, 25 August 1992.
- c. 98th ASG Regulation 200-1, Separate or Recycle Trash (SORT) Program, 31 May 1994.

## 2 RESPONSIBILITIES.

a. Base Support Battalion (BSB) Commander. Essentially responsible for promoting the general welfare, morale, safety, sanitation, cleanup, beautification and maintenance of good order among members of the US military community, to include housing areas. BSB commander functions will normally be executed by AST commanders and include the following:

(1) Appoint area and building coordinators for all government-controlled housing and ensure that problems elevated through the housing chain of command are resolved promptly.

(2) Ensure that the tactical chain of command is advised early on and given every opportunity to assist in resolving problems related to community living.

(3) Advise offenders, through their chain of command, when incidents occur that are contrary to established procedures and the maintenance of order. Letters will inform the offender that such action will not be tolerated and cite possible consequences if it continues.

(4) AST Commanders meet monthly with area coordinators and zone leaders (if appropriate) to discuss problems, meetings, schedules, upcoming activities etc.

(5) BSB Commanders attend, on a random basis, AST Commanders' and Building Coordinators' meetings.

b. Unit Commanders. Become actively involved in monitoring living conditions in government-controlled housing and support stairwell, building, area coordinators and zone leaders assigned to their units.

(1) Monitor building and area coordinator rosters of soldiers in their units assigned positions of responsibility in the housing chain of command.

(2) Allow individuals in positions of responsibility time to discharge their duties, attend scheduled meetings and supervise community housing activities; e.g. spring and fall clean-up, surveys, energy conservation drives, etc.

(3) Upon request, provide guidance and assistance in resolving complaints, problems and disputes when the established housing chain of command fails to correct the situation.

c. Housing Manager. Responsible for the staff supervision and execution of the community housing program.

(1) Assign and terminate government-controlled housing.

(2) Provide the BSB/AST commander with occupant rosters for selecting and appointing area/building coordinators.

(3) Publish Area/Building Coordinator appointment orders for BSB/AST commander's signature.

d. BSB CSMs. The principal advisor to the BSB Commander on all housing issues involving enlisted personnel. He will work with zone leaders, commanders and other agencies and individuals as needed in resolving any complaints or problems requiring assistance by zone leaders, and will advise the Senior Tactical Commander on issues requiring his attention.

e. Zone Leaders (Optional). Some communities with a large number of dwelling units have established zones which are comprised of two or more areas. Zone leaders supervise area coordinators within their zones and provide support and guidance in the resolution of housing problems. Zone leaders are appointed by BSB commander, or zones are aligned with units and unit CSMs become zone leaders. BSB commander has discretion of how zone leaders will be selected and appointed. Any problems that are unresolvable at the zone leader level should be presented to the BSB CSM. Appendix H defines zones and areas within each BSB.

(1) Ensure that high standards of sanitation, cleanup and beautification are maintained throughout the housing areas.

(2) Inform area coordinators of administrative or disciplinary actions and procedures that may be taken in the event of reported incidents of sponsor, employee, or family member conduct that are contrary to current directives.

(3) Conduct meetings with all area and building coordinators at least once every three months to discuss or reemphasize area and building coordinator responsibilities and resolve common problems.

(4) Periodically inspect areas to ensure that area coordinators are actively discharging their responsibilities.

f. Area Coordinators. Responsible for a group of buildings or a geographical location. They are appointed by the AST commander and serve until the duty appointment is rescinded, normally 30 days prior to DEROS. Specific duties are outlined in Appendix C of this policy. If Zone Leaders are not used, Area Coordinators will perform those duties as well.

g. Building Coordinators. Responsible for a multi-apartment building. Work for the area coordinators but are appointed by the BSB/AST commander. Serve until the duty appointment is rescinded, normally 30 days prior to DEROS. Specific duties are outlined in Appendix D of this policy.

h. Stairwell, Floor or Block Coordinators. Appointed by and work for building coordinators. Appointments will be made in writing using a format similar to that for area and building coordinators. (Stairwell/floor coordinators will also perform other duties directed by their building coordinator).

i. Occupants. Have the ultimate responsibility for their conduct and that of their family members, guests, pets or domestic employees. It is expected that they provide stairwell, building, area coordinators and zone leaders their full support. They should attempt to resolve problems at the lowest level possible. Specific occupant responsibilities are outlined in Appendix E of this policy.

### 3 GENERAL.

#### a. Appointments.

(1) Area and building coordinator appointments will be for the duration of the appointee's occupancy in his or her assigned government quarters. Subsequent assignment of a more senior individual will not cause the appointment to change unless requested by the zone leader. Individuals with less than six months remaining in country will not be appointed to area or building coordinator duties. Replacement will be appointed effective 30 days prior to the departure of the outgoing area or building coordinator. It is suggested that they coordinate with the Housing Office 60 days prior to departure to allow time for the selection process, preparation and distribution of the appointment orders, and signing over of any property, keys or rooms they may be responsible for.

(2) All government housing occupants, regardless of their grade, military occupational specialty or duty position, are eligible for appointment to area, building and stairwell coordinator positions. Exceptions may only be approved by the BSB Commander.

(3) Area and building coordinators will appoint assistants to act in their absence during leave, field training, etc. Copies of appointment orders or a listing of area, building and stairwell (floor) coordinators will be displayed on stairwell bulletin boards.

#### b. Utilization.

(1) Government-controlled quarters (to include leased quarters) assigned to eligible military or civilian personnel are provided by law and monetary allowances normally provided in lieu thereof will be forfeited during occupancy. There are no inadequate or substandard government-controlled quarters located in the 98th ASG area. Thus, the full monetary allowance will be forfeited during occupancy.

(2) Unauthorized use of quarters, such as renting space, conducting certain business ventures, or permitting anyone other than legal family members or bona fide guests to occupy quarters, is considered a misuse of government property.

(3) Multiple occupancy of government-controlled single family dwelling units by more than one family or sponsor is not authorized. Family members of a second family may occupy unneeded room if approved by the BSB/AST commander. In these cases, the sponsor of the second family member(s) will also forfeit his BAQ.

(4) Visitors in a tourist status who are guests of housing occupants will be considered as guests for a period not to exceed 90 cumulative days in any 365-day period beginning with the first day of visitation.

(5) When a family member becomes involved in an incident which is embarrassing to the US Government, prejudicial to order, morale or discipline in the command or gives rise to conditions where the safety of family members can no longer be ensured, the family member(s) may be returned to a designated place in CONUS. The military sponsor concerned may not be permitted to accompany the family member(s) and will be required to complete the normal overseas tour. If all family members are returned to CONUS, the sponsor will be required to terminate assignment to government- controlled family housing.

c. Complaints. In general, problems or complaints arising as a result of community living can be resolved in the following routine manner:

(1) Sponsors will review this regulation to determine if the solution is contained herein. The Housing Office can assist in interpreting regulations.

(2) Unresolved issues will be submitted to stairwell or floor coordinators for resolution.

(3) If the stairwell or floor coordinator is unable to resolve the issue, it will be referred through building, area coordinator and zone leader to the BSB commander, if appropriate, for resolution. Building and area coordinators should try to resolve the issue with the offender's commander.

(4) It is conceivable that appointed coordinators in the housing chain of command could be the problem, or a part of the problem, and discussing it with them may be awkward for the complainants. In such cases, individuals are encouraged to seek assistance and guidance from their commanders who can advise the BSB/AST commander of the situation.

d. Meetings.

(1) AST Commanders' and Area and Building Coordinators' meetings are mandatory and will be scheduled sufficiently in advance to allow for announcement through various media (flyers, telephone, e-mail etc.). Meeting times, dates and locations must be reported to the BSB Commanders' office at least two weeks in advance.

(2) The BSB Commander is the approval authority for excusing attendance. Unexcused absences will require explanation to the senior tactical commander (STC) by the Battalion Commander of individuals concerned.

#### 4 MAINTENANCE AND REPAIR.

a. Occupants are responsible for routine housekeeping functions including minor maintenance and simple repair necessary to keep their assigned housing and any assigned government furnishings in good condition. Occupants are also responsible to notify the housing office promptly whenever the dwelling unit or any components, equipment, furnishings or fixtures become defective, broken, damaged or malfunctioning.

b. Work Requests.

(1) Service Order (SO). A service order is a work authorization document used for small-scale maintenance and repair work and will not exceed 40 man-hours of labor or \$2,000 in cost. It is accomplished by a single maintenance shop. Examples are broken door hinges, faulty electrical wiring, leaking pipes, faucets, etc. A service order is initiated by the individual occupant or the building coordinator by simply calling the Facilities Engineers (FE) Work Coordinating Office (WCO).

(2) Individual Job Order (IJO). An IJO is a work authorization for maintenance and repair beyond the limitation of a service order and new work, regardless of the scope of work. These requests are submitted by

the individual occupant or building coordinators to the Facility Management Section of Housing. The Housing Office will prepare and submit a completed DA Form 4283 to the WCO.

(3) Emergency Work Order. An emergency exists when there is immediate danger to life, health, security or government property. Examples of emergency situations are strong odors of gas, broken water or steam pipes, broken electrical components, stopped up toilets (when only one is available), etc. An inoperative range or refrigerator is not an emergency. Emergency service orders should be reported directly to the WCO during duty hours and to the emergency WCO location after duty hours. More detailed information is contained in Appendix G.

## 5 HOUSEHOLD FURNITURE AND EQUIPMENT.

\_tc \11 "5 HOUSEHOLD FURNITURE AND EQUIPMENT.\_ a. General. The sponsor and the housing manager's authorized representative will:

(1) Establish a hand receipt account at time of quarters assignment.

(2) Validate quantities and condition codes annotated on the hand receipt by the housing inspector prior to signing for government owned furniture and equipment. Subsequent loss or damage, exceeding fair wear and tear, will be the responsibility of the hand receipt holder. Sponsor must sign the hand receipt when verification is complete.

(3) Clear all hand receipts prior to termination of quarters.

b. Maintenance and Repair.

(1) During duty hours, requests for routine repair of ranges and refrigerators will be requested from the housing single point of contact or the DPW work order section.

(2) During duty hours, report emergency repairs to the DPW work order section. Weekends, holidays and after duty hours, report emergency repairs to the DPW emergency repair point. Appendix H lists telephone numbers for all areas.

(3) Occupants desiring repair or replacement of furnishings or rugs must request service from the furnishings management office. A qualified inspector will determine if the condition of furnishings is a result of fair wear and tear, or if the occupant is liable for repair or replacement.

## 6 SELF-HELP PROGRAM.

a. General.

(1) The self-help program is designed to obtain maximum use of available manpower by encouraging occupants to conserve utilities, follow good housekeeping practices and perform simple minor maintenance and repair work. The purpose of this program is to develop the pride, discipline and responsibility customary in a prudent homeowner.

(2) The local DPW is responsible for providing technical advice to residents for work they can realistically perform. This assistance includes furnishing "as required" hand tools and equipment on temporary hand receipts and replacement parts and supplies. Your local Self Help Issue Point (SHIP) can provide supply items; e.g. weatherstripping, toilet seats, small plumbing items, small hardware, fluorescent bulbs and starters. Check with your local SHIP to see what is available.

b. Occupant Responsibilities.

- (1) Maintain property assigned to or used by them and the immediate surroundings in a clean and orderly condition.
- (2) Conserve energy, follow good housekeeping practices and exercise judgement in performing homeowner handyman tasks.
- (3) Notify the DPW immediately when situations arise which could result in a health or safety situation, or damage to government property.
- (4) Request the DPW, through the housing office, perform work beyond the scope of occupant's capability.
- (5) Cooperate with DPW personnel by complying with instructions on care and maintenance of the dwelling unit and its components.
- (6) Comply with provisions of 98th ASG Regulation 200-1, Separate or Recycle Trash (SORT) Program.

c. Alterations and Privately Built Structures.

(1) All alterations, modifications or changes to any existing structure must be approved, in advance, by the housing office. A Job Order Request must be initiated and signed by the sponsor and sent to the housing office for processing. This includes, but is not limited to, wallpapering, self-help painting, wall-to-wall carpeting and installation of window or balcony flower boxes.

(2) Private structures include fences, benches, picnic tables, BBQ's, TV antennae, etc. Occupants must adhere to the following procedures:

(a) Submit proposed design through the housing office to the DPW. Approval will be based on appearance, function and maintainability. No work will be performed until written approval has been received.

(b) All material must be owned by the occupant. SHIP material, other than tools and equipment, will not be used.

(c) Occupants must schedule an inspection by the DPW when the project has been completed to ensure construction conforms to the requested design.

(d) Occupants will remove privately owned or installed equipment, appliances or structures and restore the area to the original configuration and condition prior to clearing quarters. If approved by the BSB commander or his representative, some items may be left in place and become government property.

(e) Installation of a satellite dish TV antenna requires prior approval of the local BSB DPW. Installation will not present a safety hazard; cause irreparable damage to the quarters or building; or, impair the aesthetic balance of the housing area. Occupant must sign a liability statement acknowledging responsibility of the occupant. Occupants may be required to remove any satellite dish antenna at their expense if prior approval is not obtained. Antennas installed prior to date of this memorandum may be left in place if no safety hazard or objections exist, and, if an acknowledgement of liability is provided by the occupant. If cable TV is available on your installation, satellite dish antennas may not be authorized.

(f) Occupants may plant flowers, shrubs and trees to improve the appearance of their neighborhood. Plants may be obtained at personal expense from commercial nurseries. Planting of trees and shrubs requires the prior approval of the housing office. Flowers, shrubs and trees become government property and will not be removed or transferred to another location.

7 ENVIRONMENTAL.

a. **Vehicle Maintenance.** In accordance with German environmental laws, discharge/spillage of water-endangering liquids is not allowed. Vehicle maintenance in government-controlled housing is considered to be the principal source of spillage, therefore, occupants are not allowed to perform any vehicle maintenance involving liquids. For example, radiator work, brake work, oil or transmission fluid changes, fuel tank repair, etc. Various auto craft shops are available for use by military personnel for a nominal charge.

b. **Vehicle Washing.** German law regulates vehicle washing. Washing or rinsing vehicles on public areas is strictly prohibited. Public areas include city, state or federally owned roads, parking areas or grounds, i.e. parks. Vehicles may be washed in housing areas, providing area is concrete or asphalt and the vehicle is washed with plain water only. Use of detergents or soaps is strictly prohibited. Numerous carwash facilities, which comply with German laws, are available on the economy.

c. **Trash Disposal.** German law and 98th ASG Regulation 200-1 requires that residents sort household waste including metal, glass, paper, and cardboard. The occupant will use recycling bins and trash dumpsters for their intended purposes by excluding recyclables and hazardous wastes from trash dumpsters. Laws vary somewhat from city to city and county to county. Your local housing office will provide you with a guide to sorting or recycling trash that applies to your locality. The guide will also tell you where to pick up additional yellow and/or blue bags. Failure to comply with the local solid waste laws could result in eviction from government or GRHP quarters. Members who reside on the local economy are subject to fines imposed by the local authorities.

d. **Heat Shields.** Some housing units have heat shields that may contain asbestos. The heat shield is located between the oven and cabinets. This material is not hazardous if it is in good condition. If the heat shield is damaged, contact your local DPW Environmental Office (see Appendix H for phone number).

## 8 ENERGY CONSERVATION.

a. The community commander is responsible for the establishment and effective management of an energy conservation program. However, it is the responsibility of each individual to make a continuous, concerted effort to conserve energy and support the program. The single point of contact is the local DPW.

b. Occupants are requested to support the energy conservation program by:

(1) Turning off all unnecessary lights and appliances. Lights left on in quarters, if no one is in the quarters, are basis for disciplinary action.

(2) Practice prudent usage of water. Domestic hot water will not be used for washing POVs.

(3) Promptly report all malfunctions of utility systems of an emergency nature to the DPW (i.e. broken or damaged faucets, faulty electrical switches, broken windows, etc.).

(4) During heating season, open windows only as required for ventilation. CAUTION: Radiators MUST NOT be turned completely off during freezing temperatures. During summer season, radiators should be closed completely, then backed off one-quarter turn.

(5) Portable heaters will not be used in government quarters except under emergency conditions, i.e., failure of heating system.

(6) Transformers will be disconnected when not being used.

(7) Freezer temperature should be set at 0 degrees F, refrigerator temperature at 40 degrees F.

## 9 ASSIGNMENT AND TERMINATION.



a. Assignment. If a member considers quarters uninhabitable and the housing manager cannot immediately resolve the issue, it will be resolved by a housing maintenance board, appointed by the commander. The board will recommend a course of action to the commander within 3 workdays. If the housing is considered habitable by the board and the member still declines occupancy, the member's name will be removed from the waiting list. If member is on TLA, TLA will be terminated the day after the member has been advised of the board's determination.

b. Pretermination inspections should be scheduled at least 45 days before the scheduled termination inspection. The inspector will explain occupant responsibility regarding cleaning and minor maintenance. The inspector will also advise the occupant of potential claims for damage that exceed fair wear and tear and explain what actions are required to avoid damage claims. If quarters are to be cleaned by government contract, the inspector will explain the appropriate procedures.

c. Termination inspections will be conducted in the presence of the occupant. USAREUR, AE Form 210-50D (Inventory and Condition Record), completed at time of assignment, will be used to determine any claims for damages. Termination date is day quarters are cleared or date member departs installation on PCS.

10 PECUNIARY LIABILITY. Occupants will be held pecuniarily liable for damages, exceeding fair wear and tear, caused by the occupant, their guests or pets. Collection of charges will be made on DD Form 1131, Cash Collection Voucher, or DD Form 326, Statement of Charges. A statement acknowledging occupant responsibilities and pecuniary liability will be signed by the occupant at time of quarters assignment and maintained in the housing office.

#### APPENDIX A

#### SUPPLEMENTAL INSTRUCTIONS FOR OCCUPANTS OF GOVERNMENT LEASED HOUSING AND GOVERNMENT RENTAL HOUSING PROGRAM (GRHP)

The following guidance is provided for those sponsors who reside in Government Rental Housing Program (GRHP) or leased housing occupied by both US and other host nation residents.

1. German Customs - Standards of Conduct: Every society has its "Do's" and "Don'ts". American tenants are unofficial ambassadors of the United States of America in Germany. It is up to all Americans overseas to maintain a favorable image of America by paying attention to these "Dos" and "Don'ts":

a. "Hausordnung" or house rules, are an integral part of German rental contracts - familiarize yourself with these rules. "Hausordnung" regulates the cleaning of stairwell and snow removal by tenants in rotations. Please note your turn.

b. Do air your apartment daily. This prevents silverfish, mites and mildew which thrive in warm and moist areas.

c. Don't use utilities unnecessarily even if they are included in the rent payment. It is good to conserve. The supply may be limited and you could be charged for excess use.

d. Don't condemn German customs as ridiculous. Respect them.

2. House Rules for Community Living: When a number of people live under a common roof, mutual respect and consideration are necessary for a harmonious atmosphere. The following guidelines are furnished for your information.

a. Afternoon and Evening Silence. In the interest of all tenants, all excess noise and/or disturbance should be avoided between 1300-1500 hours and after 2200 hours on weekdays, and after 1900 hours on Sundays and holidays. TVs and radios should be played just loud enough for the room.

b. Entrance Access and Security. The entrance of the house, hallways, and stairwells must be kept free of personal items. Parking of bicycles and motorcycles in common areas is forbidden. Building entrance should be kept locked from 2200 hours to 0700 hours. From 0700 to 2200 hours, entrance door should be closed with lock set to prevent unauthorized access from outside, but allow exit without a key.

c. Cleanliness of Stairwells and Entrances. If the landlord is not responsible for cleaning the steps leading to the house, stairwell, and hallway, tenants living on the main floor will be responsible for cleaning the main entrance, steps leading to it, hallway, and steps leading into the basement. The tenants living on the other floors will clean the hallway in front of their apartments, steps leading to next floor below, and windows in the stairwell. Those living on the top most floor will be responsible for the cleanliness of the stairwell to the attic, as well as the attic. Parties living on the same floor will do the cleaning in turn. Occupants will clean up after themselves regardless of who has cleaning responsibilities.

d. Windows. Open windows should be hooked. Windows and windowsills will not be used for hanging linen to dry. While washing or cooking in the kitchen, open windows to avoid accumulation of moisture. Nothing may be thrown or poured out of the windows.

e. Garden. The gardening space in front of the apartments on the main floor is often rented along with the apartment on the main floor. The tenants are responsible for keeping it in an orderly and clean state. Any changes/alterations require the landlord's permission.

f. Flooding. If water taps are allowed to overrun, or drains are obstructed, this may cause flooding. The tenant from whose apartment the flooding has emanated will be responsible for compensating any tenant and renovating any apartment damaged by that flooding. Water taps must be closed after use. Bathtubs may not be used for medical baths or for washing and rinsing of linen, nor may they be cleaned with corrosive chemicals. The drain strainer will not be removed or loosened for any reason by the tenant as it could result in water damage.

g. Repairs. Do not make arrangements for repair or maintenance directly with the landlord or owner, unless you have been directed by the housing office to do so.

h. Garage and Parking Space Rules. The tenant is required to follow these procedures and is responsible to ensure that family members and/or employees also comply.

(1) All general, technical and city procedures, especially those from the fire department and construction authorities, must be observed.

(2) Fires and the use of fire producing devices, including smoking, are prohibited in garages and driveways. Storage of flammables and fuels, such as gasoline and oil or empty fuel containers, is not authorized. Flammable liquids or materials spilled in the garage must be removed immediately and disposed of at auto hobby shops or gas stations.

(3) Cleaning rags and supplies may not be stored or left in any common use area. Ventilation systems may not be closed or shut off. Do not leave engines running for extended periods in the garage or parking areas.

(4) Drive at a "walking pace" when entering and exiting the garage. Close garage doors after entering or leaving.

(5) Vehicle washing and maintenance policies are defined in paragraph 7, Environmental, of this regulation. Do not race engines or honk horns unnecessarily. Cars emitting an excessive amount of smoke should be repaired.

(6) The tenant will not make any modification to the electrical system. Tenants will conserve electricity and turn lights and appliances off when not needed. Tenants are responsible to ensure that appliances do not overload the electrical system.

(7) Charging batteries in the garage is not permitted.

(8) Kerosene or liquids containing acids may not be poured in the drainage system.

(9) Car washing and refueling a car is not permitted on the premises.

(10) Garage doors and windows must be kept closed during cold weather.

i. Damages. Any damages to the building or equipment, especially water pipes or outlet pipes, should be reported immediately to DPW. The tenant is responsible for additional damage caused by his failure to report problems promptly.

## APPENDIX B

### SUPPLEMENTAL INSTRUCTIONS FOR OCCUPANTS OF OQ AND SEQ

1. Basic provisions of this policy apply to residents of officer quarters and senior enlisted quarters. This appendix lists occupant responsibilities that are unique to residents of Unaccompanied Personnel Housing (UPH). These responsibilities are in addition to those listed in Appendix E.

2. Definition. UPH is government-controlled housing utilized for housing unaccompanied military and civilian personnel.

3. Common Use Areas. Common use areas of UPH facilities include kitchens, hallways, stairwells, lounges, store rooms and laundry rooms. Occupants will not store personal property of any kind in common use areas. This includes brooms, shovels, bicycles, motorcycles or any other personal items. Damage to common areas will be reported immediately to the building coordinator.

a. Kitchens, laundry rooms and storage rooms are for the exclusive use of occupants.

b. Kitchens will be kept clean and free of empty boxes and general litter. Storage of any item not pertaining to cooking or cleaning (including dish washing) is prohibited. Range, cabinets, refrigerators and kitchen sinks, etc. will be cleaned after use. Garbage cans will be emptied daily.

c. Laundry rooms will be kept clean and free of empty detergent and bleach boxes/bottles, and excess cleaning supplies. Storage of any items, not pertaining to laundering, is prohibited. Washers and dryers will be cleaned after each use and trash and personal items will be removed. Rooms will be secured when not used.

d. Storage areas will be free of all material constituting fire hazards, (motorcycles, fueled lawn mowers, empty or full gasoline cans, etc.) and will be kept clean, neat and orderly at all times. Government furniture will not be stored in storage areas. Areas will be cleaned and cleared upon termination of quarters.

e. Lounges in each building are provided for use by all occupants. In order to facilitate equitable distribution of this privilege, all persons desiring to use the lounge for the purpose of parties and social functions shall submit a request in writing to the building coordinator no later than 48 hours in advance of the event. The requester is responsible for cleaning of the lounge, as well as the conduct of his/her guests.

Social Visits. Overnight guests of OQ and SEQ residents must be bona fide visitors. A visit is not to exceed 30 days in any twelve month period. If guest(s) is a dependent, soldier may be required to forfeit BAQ at the with-dependent rate.

## 5. Inspections.

### a. Assignment.

(1) An assignment inspection will be made with a representative of housing and the incoming occupant. No issue, turn-in or exchange of government furniture will be made until DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) has been completed and signed by the occupant. Housing inspector will complete AE Form 210-50D (Inventory and Condition Report-Part I) and AE Form 3281-1 (Condition Report-Part II). Inspector and occupant will sign each form and occupant will receive a copy.

(2) During occupancy, inspections of quarters and installed property by the government may be required to determine condition and requirements for maintenance and repair, renovation, alteration or accomplishment of specific work orders.

(3) Occupant should report deficiencies discovered following check-in within two weeks. The UPH office will acknowledge receipt of the list. Damages not reported in this period will be presumed to have been caused by the new occupant.

### b. Pretermination.

(1) The pretermination inspection is a detailed check of the quarters and furnishings to determine maintenance and repair required. Occupant will be advised, in writing, of any deficiencies he/she will be required to correct or damages that are beyond fair wear and tear.

(2) Occupant will notify the UPH office on receipt of orders or 40 to 60 days before departure. A pretermination inspection will be scheduled by the UPH office.

### c. Termination.

(1) Occupants must turn over the quarters in a clean and orderly condition suitable for immediate reassignment. The occupant will be present for the termination inspection.

(2) Occupant will schedule the final inspection with the UPH office in sufficient time to ensure the desired appointment can be obtained. Occupants may hire contract cleaners, however, quarters assignment will not be terminated until unit has passed inspection. Occupants failing to comply with clearing instructions will be required to reimburse the government.

## APPENDIX C

### AREA COORDINATOR RESPONSIBILITIES

1. Each area coordinator is the BSB commander's representative for his or her assigned area and is charged with ensuring that building coordinators fulfill their responsibilities in the development and continuance of a healthy, safe and harmonious environment in his or her housing area. Family misconduct or failure to respect the rights of others will be investigated promptly and corrective action taken. Area coordinators unable to resolve a problem will seek assistance from zone leaders, if applicable, or it may be necessary to involve the BSB/AST commander.

2. Specific duties are:

- a. Supervises building coordinators in the discharge of their duties.
- b. Coordinates beautification (self-help maintenance) programs within area assigned and assists building/stairwell coordinators and/or occupants in the submission of maintenance requests as required.
- c. Coordinates with the building coordinator of every building to correct any deficiencies noted in policing of the grounds, parking areas, sidewalks and streets surrounding every building, and neglect in the care of lawns, shrubbery and fences and any damage done to the exterior or interior of the buildings.
- d. Ensures that building coordinators report all common areas requiring maintenance or repair services to the Work Coordinating Office. Common areas are laundry rooms, storage rooms, stairwells, playrooms, halls, trash containers, hardstands, playgrounds, lawns and parking areas. Common areas in UPH are kitchens, laundry rooms, lounges and storage rooms.
- e. Ensures that building coordinators conduct periodic inspections, at least monthly, of their buildings. Maintenance deficiencies noted will be reported to the DPW.
- f. Ensures building coordinators, accompanied by occupant, inspect individual occupant storage areas on a quarterly basis, to ensure government furnishings and equipment or flammables are not being stored in these areas.
- g. Meets with the building coordinators of assigned areas at least quarterly to discuss initiatives and problems and develop solutions.
- h. Ensures that departing building coordinators sign over keys to common areas, issued garden equipment, government property, housing regulations or handouts and a list of occupants currently residing in the building to the new building coordinator.
- i. Ensures that names, phone numbers and addresses of stairwell, building, area coordinators and zone leaders are posted in every stairwell.

#### APPENDIX D

##### BUILDING COORDINATOR RESPONSIBILITIES

1. Every building coordinator is the zone leader or area coordinator's and the BSB commander's representative for his or her building and will ensure that all stairwell coordinators and occupants are aware of their responsibilities and that they actively participate in efforts to create a healthy atmosphere and excellent living conditions in their building. To assist them, building and block coordinators will appoint stairwell or floor coordinators and are encouraged to appoint assistant building coordinators to act in their absence. Problems which building coordinators are unable to resolve will be referred to their area coordinator and/or the zone leader. If the situation or problem is still unable to be resolved, area/building coordinators and zone leaders will seek assistance from the BSB commander.

2. Specific duties:

- a. Enforces the provisions of this memorandum and all other applicable regulations or orders. Conducts required inspections and prepares special reports as may be directed by this or higher headquarters.
- b. Informs newly assigned occupants on the procedures governing occupancy of government-controlled housing, to include conduct of family members, within 72 hours after their arrival.

c. Coordinates common activities to include preservation of the building and its landscaping, fire prevention, a beautification program within the assigned area of responsibility and conservation of utilities.

d. As often as necessary, but at least monthly, inspects common area, spare rooms and storage rooms to ensure the elimination of fire, health and safety hazards (combustible materials in storage rooms, littered garbage areas and maids' rooms, bicycles, baby carriages and toys in the stairwells, halls and entrances). Ensures that common areas are kept clean and free of abandoned items such as unserviceable washing machines, dryers and parts. In occupant storage rooms, ensures that they are properly labeled with occupant's name and quarter's number (Example: SFC J.H. Smith, L-1) and that government furnishings are not being stored there. Occupants will be directed to turn in unneeded furnishings, and the building coordinators will also inform the Furniture Management Office, identifying the occupant and type of furnishings.

e. Reports to the Provost Marshal, the BSB/AST commander and the Housing Office unauthorized personnel found in or occupying spare rooms of government quarters.

f. Reports maintenance deficiencies in common-use areas to the WCO.

g. Collects or designates collection of fees for maintenance of grounds and cleaning of common-use areas if accomplished on a private contract basis. Coordinates the cleaning of common-use areas and grounds with the occupants of the building or the stairwell coordinator as appropriate (if not performed by contract). The hiring of American family members or self-registered maids, with each occupant contributing an equal share of the costs is recommended.

h. Posts laundry and drying room schedules, if desired, to include all occupants in government quarters, and ensures that they are adhered to. Use of laundry rooms should be restricted to the period 0800 to 2200 hours.

i. Resolves parking problems that may occur due to occupants owning two or more vehicles. Marks parking spaces only in accordance with BSB policy.

j. Ensures that areas of responsibility are properly policed at all times.

k. Reports promptly all unregistered or abandoned POVs to the Installation Manager's Office.

l. Institutes conservation practices in common areas (turning off lights when not needed, closing doors and windows in cold weather) and cautions occupants on energy conservation.

m. Ensures that loud or profane language is not used in or around his or her building and that excessive noise (stereos, etc.) is avoided at all times.

n. Ensures that snow and ice control on sidewalks and parking areas in front of buildings within his/her area is monitored. In UPH areas, ensures that the grass is cut around the building (out to 50 foot line) or areas where engineer grass mowers cannot operate, e.g. banks, around trees and along boundary lines.

o. Reports complaints based on unsanitary or other unsatisfactory conditions in government-owned quarters, which cannot be resolved in the housing chain of command, to the zone leader with all available information. In cases of this nature, the unit commander of the subject of the complaint will be required to inspect the quarters with a representative from preventive medical service, the zone leader and a housing office representative present.

p. Conducts fire prevention inspections as specified in Appendix F.

q. Updates quarters' occupant roster on a quarterly basis; assistance, if needed, may be obtained from the housing office.

r. Carries out additional duties which may be announced by this or higher headquarters.

## APPENDIX E

### OCCUPANT/SPONSOR RESPONSIBILITIES

1. All personnel residing in government-controlled housing, to include leased housing and GRHP, must realize that community living requires utmost cooperation among occupants. Sponsors must ensure that family members and guests living in their household understand the importance of harmonious living. This guidance also applies to legally registered domestics housed in maid's rooms.

2. Trash will be placed in the proper recycling containers and not be left in hallways, stairwells or other common areas. Cleanliness and policing of trash containers in common areas is the joint responsibility of all occupants. Shaking of rugs and dust mops or sweeping other debris from windows and balconies in housing areas is prohibited. In addition, bedding, rugs, dust mops, television and radio antennas, laundry and other items will not be placed on boards attached to window frames. Loose objects will not be placed on the outside window ledges of buildings. Window or balcony flower boxes will be properly installed to prevent injury or damage to persons or property below. Balconies will not be used for barbecuing, etc. Security, to include keeping building doors locked, policing, sanitation and maintenance of the building and all common areas, is the joint responsibility of all occupants.

3. Children will be controlled and supervised at all times; children under the age of 12 years will not be left unattended or inadequately supervised in quarters. They will be supervised to the extent that their actions and conduct do not infringe upon the rights and privileges of others. Parents may be held pecuniarily liable for the destructive acts of their children. The following instructions will be strictly adhered to. Children will not:

a. Play in stairwells, maids' rooms, basements, laundry rooms or on building roofs and ledges.

b. Damage or deface buildings.

c. Dig in or otherwise damage landscape and lawn areas.

d. Leave bicycles, wagons and toys in entrances, stairwells or hallways.

e. Enter boiler rooms.

f. Climb or damage trees.

g. Play baseball, softball or other ball games between or near buildings.

h. Play on streets, parking areas or parking lots.

i. Fire air rifles or pellet guns, throw rocks, shoot arrows, fly motor-driven planes or play with other dangerous objects such as knives, fireworks, or razor blades.

j . Erect constructions on lawn areas, including tents and small portable plastic wading pools, unless under the supervision of an adult.

Tents will not be left in the same area for long periods of time, as they will cause damage to lawns. Wading pools will be attended by an adult at all times and will be emptied daily - it takes very little water or time for a child to drown.

k. Be permitted to play in or around dumpsters/containers.

4. Sponsors must ensure that all pets are controlled in a way that they do not become a public nuisance or menace. Pets will be vaccinated and registered in accordance with applicable regulations.

a. Any dog which has a tendency to attack people or other animals will be muzzled and kept on a short leash when out of quarters. All dogs, when outside of quarters, will be accompanied by the owner or someone capable of controlling them and will be kept on a leash or under voice control.

b. Pets will be exercised outside the immediate vicinity of the housing area, a minimum of 50 feet away from buildings and away from playgrounds.

c. Pets will not be tied to stair railings, balconies, pipes, shrubbery or trees.

d. Pets will be fed only in the sponsor's apartment, not on landings, hallways or other areas of common use.

e. Pets will not be allowed to relieve themselves on balconies, in hallways or in the immediate vicinity of the quarters, playgrounds or sidewalks. Designated dog walks will be used, if available. Sponsors are responsible for clean-up as necessary.

f. Generally, there is no limit to the number of birds, fish or other small animals that may be kept in an apartment. However, dogs and cats will be limited to not more than two; e.g., one cat and one dog or two cats, etc.

g. Pets will not be kept or locked on balconies, in storage rooms, maids' rooms or in spare rooms assigned to a sponsor.

h. In cases where owners of pets are negligent in the care or supervision of their pet(s), immediate action may be taken to have the sponsor and/or the pet(s) removed from quarters.

5. Occupancy of government housing carries the responsibility and self-reliance of doing "handyman" type work. These self-help jobs are those which normally would be done by a prudent home owner to conserve his own funds and preserve his individual property. Accordingly, occupants will be required to participate in self-help programs applicable to their respective housing areas. Location and operating hours for each Self-Help Issue Point (SHIP) are listed in Appendix H for each BSB.

## APPENDIX F

### FIRE PREVENTION INSPECTIONS

1. Fire prevention inspections are to be conducted monthly by the building coordinator (building fire marshal) or his designated representative. Duties may be assigned to a responsible occupant or delegated to the stairwell/floor/block coordinator. These inspections are conducted to:



- a. Prevent loss of life, serious injuries, and loss or damage to government property as a result of fire.
  - b. Seek out and eliminate fire hazards, unsafe practices and careless or negligent acts by personnel.
2. Hazards and violations most commonly encountered during fire inspections in housing are as follows:
- a. Children playing with matches and lighters.
  - b. Children left unattended.
  - c. Ranges left unattended while in use.
  - d. Bridged and by-passed fuses.
  - e. Improper use and installation of electrical appliances.
  - f. Accumulation of litter, refuse, and combustible materials in storerooms, attics and basements.
  - g. Flammable liquids stored in basements, utility rooms and storerooms.
3. Building Fire Marshal responsibilities include, but are not limited to, the following:
- a. Prepares and posts a fire evacuation plan on building bulletin boards and ensures occupants are thoroughly familiar with the plan.
  - b. Continually reminds occupants of careless or negligent habits and unsafe conditions that may cause fires and hinder escape in case of fire.
  - c. Ensures quick and orderly evacuation of building in case of fire, explosion or any other emergency.
  - d. Takes immediate steps to extinguish a fire with available equipment.
  - e. Acquaints occupants with methods of sounding fire alarms and reporting fires.
  - f. Instructs occupants on their individual responsibilities in the event of an alarm.
  - g. Reports all hazardous conditions requiring immediate correction to the Fire Department.
  - h. Conducts a monthly inspection of the entire building except the actual living quarters of the occupants. All other areas are to be made accessible including, but not limited to, playrooms, maids' rooms, common-use toilet facilities, laundry/drying rooms, storage rooms, attics, etc.
  - i. Inspects the interior of occupant-assigned quarters, with the concurrence of the occupants. This is not mandatory, but advisable.
  - j. Posts Fire Directory Card, AE Label 22, on building bulletin boards. Copies of the form are available at the Fire Department.
  - k. Ensures that all storage and maids rooms are properly identified with sponsor's name and apartment number.

## APPENDIX G

### EMERGENCY REPAIR PROCEDURES

1. The DPW will perform emergency work for government-owned and leased housing. The point of contact for emergency repairs may be a hausmeister or a contracted firm. During duty hours the response should be within 30 minutes as workers will be diverted from routine tasks. After duty hours, there may be a delay as workers are on call at home rather than on base. See Appendix H for telephone number(s) for your area.

2. The following guidance is provided for occupants in determining whether or not an emergency really exists. An emergency is defined as a situation requiring immediate action to preclude loss of life or limb, or to prevent the loss of, or damage to, government-owned materials, equipment or property.

a. Examples of emergencies:

- (1) Broken gas lines or gas leaks
- (2) Broken water lines
- (3) Severe roof leaks
- (4) Structural failures
- (5) Fires
- (6) Snow or ice covered roads
- (7) Heating plant failures
- (8) Severe stoppage in main sewer lines
- (9) Broken utility lines (especially electrical transmission lines)
- (10) Electrical power failure where more than one apartment in a stairwell or a single house, has an identical electric outage
- (11) Any unforeseeable incident in which it would be dangerous to wait for normal duty hours and which requires prompt action to prevent injury

b. Examples of non-emergencies

- (1) Burned-out light bulbs
- (2) Blown fuses
- (3) Leaky faucets
- (4) Stopped up commodes or sinks (when more than one is available)
- (5) Outage of circuit for wall outlets
- (6) Minor water pipe leaks
- (7) Non-functioning kitchen ranges (unless a gas leak is involved)
- (8) Non-functioning refrigerators

(9) Any malfunction or non-function of equipment or appliances which does not represent a possible threat of injury to persons or possible damage or theft of government property.

(10) Broken window panes or screens

3. Occupants are expected to make all self-help repairs that a prudent home owner would undertake personally, e.g. correcting plugged sinks or commodes, cleaning filters, replacing filters, available through SHIP (Self Help Issue Point). Problems beyond the scope of self-help, but not emergency qualifying, which occur after duty hours should be tolerated until corrective action can be taken on the next duty day.

4. After duty hours, fire station and on-call personnel will decide whether a bona fide emergency exists. If occupants disagree with the decision of the fire department, they may contact their respective building/area coordinator. Zone leaders should be contacted only in cases where doubt still exists whether or not the situation is in fact a bona fide emergency. Occupants may be held liable for costs incurred by the government responding to reported emergencies in which the occupant has misrepresented the situation merely to obtain support during off-duty hours.

5. Occupants of government-leased housing supported by a "hausmeister" should first attempt to contact him for emergency repairs. If the hausmeister cannot be contacted, the request for support should be submitted to the WCO as outlined above.

## APPENDIX H

### ADDITIONAL INFORMATION

235TH BSB - Ansbach, Illesheim

#### Telephone Numbers:

EMERGENCY NUMBERS	Military	Civilian
American Red Cross	4672-135/136	09802-832-135/136
(After duty hours)	113	0981-183-113
FIRE (To report a fire)	117	09802-83-117
POLICE-Civilian	99-110	110
Military	114	0981-183-114
Environmental Office	4672-158	09802-832-158
Hospitals		
Illesheim Dispensary	4674-512/829	09841-8181
Katterbach Dispensary	4672-876/663	09802-832-876
Information		
Civilian	99-01188	01188
Military	113	0981-183-113
Poison Control	461-5951	0911-653-5951
Work Orders - Ansbach	4672-133	
Appliances	4672-125	
Emergency (after duty hours)	115	
Work Orders - Illesheim	4674-622	
Emergency (after duty hours)	117	
SHIP (Self-Help Issue Point)		
Katterbach - Bldg 5998 (Behind the Commissary), Hours: 0730-1630, Monday thru Friday.	4672-132	09802-832-132
Storck - Bldg 6537, Hours: 0730 - 1630, Monday thru Friday	4674-622	09841-83-622

Housing Areas:

Barton Leased Housing

Bleidorn: Bldgs Z, T, A, and B; Bldgs C, D, R, and S;

Bldg I, K, M, and N; Bldgs O, P, and Q

Bocksberg Leased

Dombachstrasse Leased

Heilsbronn Leased Housing

Katterbach: Bldgs A and B; Bldgs C, D, E, F, and G;

Bldgs H, I, Q, R, and S; Bldgs L, M, N, O, and P;

Bldgs J, K, T, U, and V; Bldgs W, X, Y, Z, GG;

Bldgs EE, RR, HH, II, and JJ

Katterbach Leased Housing

Lehrberg Leased

Lichtenau Leased

Obereichenbach Leased

279th BSB - Bamberg

Telephone Numbers:

EMERGENCY NUMBERS	Military	Civilian
FIRE (To report a fire)	117	0951-300-117
MILITARY POLICE (Emergency)	114	0951-300-114
Environmental Office	469-8849	0951-300-8849
Service Calls - Duty Hours	469-7639	0951-300-7639
Emergency - After Duty Hours	469-115	0951-300-115
SHIP Store-Warner Bks, Bldg 7039	469-7669	0951-300-7669

Hours: Monday-Friday 0800 - 1700). During the summer (1 Mar thru 31 Oct), also open on Saturdays from 1000-1400; since staff is US and German, only closed on those holidays that are both US and German.

Housing Areas:

Area # 1 Bldgs 7625-7628 and Leased Housing Bldgs 7530, 7531

Area # 2 Bldgs 7621-7624

Area # 3 Bldgs 7639-7642

Area # 4 Bldgs 7646, 7649, 7651

Area # 5 Bldgs 7644, 7645, 7650, 7666

Area # 6 Bldgs 7661, 7662, 7664, 7665

Area # 7 Bldgs 7658-7660

Area # 8 Bldgs 7654-7657

Area # 9 Bldgs 7636-7638

Area #10 Bldgs 7630-7635

Area #11 Bldgs 7647, 7648, 7652, 7653

Area #12 Bldgs 7735, 7736

Area #13 Bldgs 8657, 8658

Area #14 Bldgs 7517, 7521, 7532, 7787 (Leased Housing)

Area #16 Bldg 7752 (Leased Housing)

Area #17 Bldgs 7766, 7767 (Leased Housing)

Area #18 Bldg 7765 (Leased Housing)

Area #19 Bldg 7764 (Leased Housing)

Area #20 Bldgs 7794-7797 (Leased Housing)

Area #21 Bldg 7508 (Leased Housing)

Area #22 Bldg 7769 (Leased Housing)

Area #23 Bldgs 7790, 7791 (Leased Housing)  
 Area #25 Bldgs 7500, 7501, 7785, 7792 (Leased Housing)  
 Area #26 Bldgs 7522-7524 (Leased Housing)  
 Area #27 Bldgs 7509, 7510, 7512-7516 (Leased Housing)  
 Area #29 Bldgs 7503-7507, 7526 (Leased Housing)  
 Area #30 Bldg 7518 (Leased Housing)  
 Area #31 Bldgs 7525, 7529 (Leased Housing)  
 Area #32 Bldg 7527 (Leased Housing)

#### 280th BSB - Schweinfurt

#### Telephone Numbers:

EMERGENCY NUMBERS	Military	Civilian
FIRE (To report a fire)	117	09721-96117
MILITARY POLICE	114	09721-96114 or 09721-966766
Environmental Office	354-6795	09721-966795
Facility Engineers		
Work Orders	354-6357	09721-966357
Work Orders (Emergency)	354-6645	09721-966645 or 09721-87711
Housing Division		
Private Rental Housing (HRO)	354-6363/6282	09721-966363 or 09721-966282
Government Controlled	354-6448/6712	09721-966448 or 09721-966712
GRHP	354-6458	09721-966458
Furnishings Customer Service	354-6749	09721-966749
SHIP Store		
Askren Manors, 531 Maple St	354-6853	09721-966853
Duty Hours M-W 0730-1600, THUR 1300-1600, FRI 0730-1430, closed for lunch 1200-1300. Open 1st and 3rd SAT 1200-1500.		
Daley Village, 306 Schurzstrasse N/A 0971-60424		
Duty Hours M-T 0800-1600, WED 0900-1500, THUR 1300-1900, FRI 1000-1600, closed for lunch 1200-1300.		

#### Housing Areas:

Schweinfurt Area  
 Yorktown, Bldgs 401-434  
 Askren Manors, Bldgs 510-558

Bad Kissingen Area  
 Daley Village, Bldgs 300-316

Leased Housing  
 Schweinfurt Area

Schweinfurt Euerbacher 10, 12, 14, 16

Oberwerrn      Buchweg 2

Niederwerrn	Kepler 8, 9, 10, 11	Liebig 7, 9
Ohm 1	Ehrlich 2	Fleming 3
	Roentgen 9	Hainlein 181
	Friedrich 10	
Kuetzberg	Am Kernerweg 7, 11	Lerchenweg 14
Euerbach	Von Steinau 13, 14,	Von Bibra 6, 8
Geldersheim	Muennersstaedter 3	Peunt 5
Poppenhausen	Franken 5, 7	
Ebenhausen	Bahnhof Str 42	
Oberndorf	Am Oberndorf 15	Konrad Rimrod 2
	Ketteler 17, 19, 21, 23, 25	
Bergrheinfeld	Friedhof 15	
Grafenrheinfeld	Fruehling 13a, 13b	
Gochsheim	Albrecht Duerer 22, 23	Kantweg 4
	Schonunger 39, 43, 45, 47	Rueckertstr 65
Sennfeld	Konrad Wagner 26a, 26b	Gerolzhoefer 20
	Pfarrer Niedermeyer 3	
Schonungen	Dachleite 8	
Deutschhof	Kreuzberg 2, 4, 6, 8, 10	Theodorheuss 26,28
	Am Schottlein 25, 27	
Eselshoehe	An Der Eselshoehe 65, 67, 69, 71	
	Drossel 2, 4, 5, 8, 10	
Dittelbrunn	Auenstr 16	
Hambach	Berg 19	Point 9
	Laerchen 16	Beethoven 19
Bad Kissingen	Dahleinstr 31	Dr Georg Heim 7
	Hohmannstr 1	Laerchenweg 5
	J. P. Herrlein 2, 14	Parkstrasse

417TH BSB - Kitzingen, Wuerzburg

Telephone Numbers:

**EMERGENCY NUMBERS**

Emergency Work Order

Environmental Office

**Military**

355-115

350-6464

**Civilian**

09321-305-115

0931-889-6464

FIRE (To report a fire)	355-117	09321-305-117
Military Police	355-8855	09321-305-855
	355-8608	
Military Police (Emergency)	114	09321-305-114
Facility Engineers - Harvey Barracks		
Chief, WCO	355-8693	09321-305-693
Work Order/Trouble Desk	355-3555	09321-305-555
Work Order (after duty hours)	355-8773	09321-305-773
Housing Office - Larson Barracks		
Community Homefinding, Relocation and Referral (CHRRS)	355-2683	09321-305-683
Facility Management	355-2458	09321-305-458
Family Housing	355-2412	09231-305-412
Furnishings Management	355-2436	09231-305-436
GRHP	355-2412	09321-305-412
In/Out Processing (Bldg 61, Larson Barracks)	355-2503	09321-305-503
SHIP Store		
Harvey Bks, Bldg 144	355-8624	09321-305-624
Hours: Mon thru Thurs 0730-1600, Fri 0730-1430		
Marshall Heights, Bldg 315L Basement No duty phone		
Hours: MON, WED and FRI 0730-1130, TUE Closed, THUR 1300-1600		

#### WUERZBURG

Emergency Work Order	115	0931-889-115
Environmental Office	351-4421	0931-296-4421
FIRE (To report a fire)	117	0931-889-117
Police:		
Civilian	99-110	110
Military	114	0931-889-114
Information	113	0931-889-113
Work Order Section (Duty Hours)	351-4444	0931-296-4444
SHIP Store-Skyline Hsg, Bldg 106	350-7212	0931-889-7212
Hours: Mon thru Fri 0730-1300 and 1400-1630		
. Closed German holidays, open American holidays.		

#### Housing Areas and Zones:

##### KITZINGEN

##### ZONE 1

K1 Marshall Heights, Bldgs 301-303  
 K2 Marshall Heights, Bldgs 304-305  
 K3 Marshall Heights, Bldgs 306-307  
 K4 Marshall Heights, Bldgs 308-309  
 K5 Marshall Heights, Bldgs 310-312  
 K6 Marshall Heights, Bldgs 313-314  
 K7 Marshall Heights, Bldgs 315-317

## ZONE 2

K8 Marshall Heights, Bldgs 360, 371, 373, 375, 377  
K9 Marshall Heights, Bldgs 321-323  
K10 Marshall Heights, Bldgs 324-325  
K11 Marshall Heights, Bldgs 326-327  
K12 Marshall Heights, Bldgs 328, 329, 332  
K13 Marshall Heights, Bldgs 330, 331, 333  
K14 Marshall Heights, Bldgs 372, 374, 376, 378-389

## ZONE 3

K15 Muldenweg Bldgs 5-7  
K16 Muldenweg Row Houses 9-43  
K17 Schuetzenstr Bldgs 4, 6-8  
K18 Buchbrunnerstr Bldg 35

## ZONE 4

K19 Corlette Circle, Houses 270-295  
K20 Richthofenstr, Bldg 14  
K21 Ernest Reuterstr, Bldgs 8, 10, 12, 14, 16  
K22 Ringsbuehlstr, Bldg 17, Iphofen  
K23 Hindenburg Ring, Ruedenhausen  
K24 Am Wassen, Bldg 13, 14 Sickershausen  
K25 Richthofen Circle, Bldgs 173-175, 300

## WUERZBURG

01 Lincoln Housing, Bldgs 351-355  
02 Skyline Housing, Bldgs 119-121, 132  
03 Skyline Housing, Bldgs 129-131  
04 Skyline Housing, Bldgs 101-105  
05 Skyline Housing, Bldgs 106-109, 127  
06 Skyline Housing, Bldgs 110-113, 126  
07 Skyline Housing, Bldgs 114-118  
08 Skyline Housing, Bldgs 122-125  
09 Skyline Housing, Bldg 76  
10 Skyline Housing, Bldgs 401-404  
  
11 Rembrandt Str, Lengfeld, Bldgs 1, 2  
12 Werner Von Siemens Str, Lengfeld, Bldg 46  
13 Paul Ehrlich Str 9, 11, 13, Gerbrunn  
14 Am Gehren 2, Waldbuettelbrunn  
    Seergarten 34, Apt 1, Waldbuettelbrunn  
15 Allerseeweg 14, Apt 9, 39, Hoechberg  
    Hans-Sachs Str 76, Apt 13, Hoechberg  
16 Primelweg 1 a and b, Rottendorf  
    Franken Str 1, Apts 7, 13, 37, 38, 42, 48, Rottendorf  
    Am Bremig 15, 17, 19, Rottendorf  
17 Peter Haupt Str 1, 17, 90, 92, 98, 100, 102, 104  
    Oberduerrbach  
18 Schuhmacher Str 17-30, Veitshoechheim  
    Am Schenkenfeld 38-40, Veitshoechheim

## GIEBELSTADT



G1 Hattenhauser, 7, 9, 10, Reichenberg  
 Jahnstr 11, Kleinrinderfeld

G2 Wiener Ring 2, 62, 64, 66, 68, 70, Heuchelhof  
 Helsinki Str 23, 25, 27, 29, Heuchelhof  
 Otsu Str 1-19, Heuchelhof  
 Tokio Str 2-4, Heuchelhof  
 Madrider Ring 52, 54, 56, 58, 60, Heuchelhof  
 Warschauer Str 2-29, Heuchelhof  
 Seilerstr 56a, Theilheim

G3 Nikolausgraben 4a, Gaukoenigshofen  
 Dr. Schuck Str 37 Apt 5, Ochsenfurt  
 Tannenwaldweg 2, Gossmandorf  
 Zeilweg 20, Gossmandorf  
 Nelken Str 12, Essfeld  
 Am Hohlweg 8, Winterhausen  
 Alte Steige 3, 5, 5a, Winterhausen  
 Am Stiegel 10, Winterhausen  
 Rosenweg 8, 8a, Winterhausen

G4 Allersheimerstr 25, 27, 31, 39, 41, 43, 45, 47, 49, 51, Giebelstadt  
 Hugo Von Zobel 1-13, 16, Giebelstadt  
 Eichhorn Str 2-6, 8-14, Giebelstadt  
 Otter Str 1, 3, 7, 16-26, Giebelstadt  
 Schlangenweg 2, 5-12, Giebelstadt  
 Igelweg 4-8, Giebelstadt  
 Frieden Str 13-16, Giebelstadt  
 Dachsweg 1, 3, 6, Giebelstadt  
 Fuchsweg 1, 3, 7, 8, 10, 12, Giebelstadt  
 Am Herschaftsacker 1-11, Giebelstadt  
 Am Wiesenbach 1, 5, 9, 13, 21, 25, 31, 35, 37, 39, Giebelstadt  
 Marderweg 3-5, Giebelstadt

G5 Heine Str 8, Ingolstadt  
 Tor Str 12, 14, Sulzdorf  
 Fruhling Str 8, Sulzdorf  
 Kirchheimer Str 6, 8, 10, Sulzdorf